



**CITY OF TONTITOWN**  
Position Description

**POSITION TITLE: Chief of Police**

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Exempt (Y/N): Yes

DEPARTMENT: Police

DATE PREPARED: September, 2013

SUPERVISOR: Mayor

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**SUMMARY**

The incumbent is responsible to perform professional, administrative and supervisory tasks in directing the operations and activities of the Police Department. Work includes planning, organizing and administering all Police Department programs, assignment of specific tasks to subordinates and evaluation of work to ensure achievement of Police Department goals. Assignments are varied and required independence, judgment and analytical thinking and are carried out in accordance with established practices and applicable legal procedures. This position is responsible for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Direct, plan and manage all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property.
2. Plan and direct the implementation of the departments short and long term goals, objectives, and strategies.
3. Research modern police management methods; formulate and implement departmental rules, procedures and policies.
4. Write reports on departmental activities and supervise others in the preparation of reports to the, Mayor and Council.

5. Direct and participate in the preparation of the annual departmental budget request, and in the control and expenditure of appropriations.
6. Directly supervise the activities of subordinate supervisors of law enforcement and clerical employees.
7. Provide professional and technical assistance and advice to Mayor and Council related to police function.
8. Represent the city as a witness in legal activities.
9. Negotiate and ensure compliance with various regularity agencies.
10. Ensure the conformance of appropriate files and records, prepare council agenda items.
11. Represent the Police Department in all significant public relations matters, attend City Council, Committee of the Whole or other public meetings.
12. Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
13. Communicate with individuals and groups in a face-to-face one-on-one setting or be telephone and e-mail.
14. Develop and implement policies for the department operational standards.
15. Confer with citizens and city officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
16. Assure proper police and safety standards are maintained; assures work of department is carried out properly and effectively.
17. Cooperate and collaborates with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons and with other City departments where police activities are concerned.
18. Formulate and prescribe work methods and procedures to be followed by the department; appraises work conditions and take necessary steps to improve police operations.
19. Advise assist and review some non-routine criminal and all internal investigations, use of force, pursuits and unusual events.
20. Identify community issues and develop and implement programs to address community needs, including law enforcement, criminal investigations, order maintenance, and community crime prevention concerns.

21. Establish various personnel programs to establish and meet standards of performance.
22. Analyze information, statistics, and reports on department activities in order to determine police service needs, availability or resources, and if existing programs meet the needs of the public.
23. Provide information, give instructions, and respond to questions from the general public and city employees in order to enhance public relations and employee morale.
24. Read, review and assign incoming correspondence to the appropriate police function to be addressed.
25. Address employee and citizen grievance and respond with appropriate level of disciplinary or corrective action up to and including termination.
26. Direct all police programs and supervise all Police Department employees, directly or indirectly. Give verbal and written instructions.
27. Handle employee hiring and discipline including terminations.
28. Plan, coordinate, supervise and evaluate Police Department operations; reviews and evaluates the work of immediate subordinates. Assure that all subordinates comply with departmental policies and procedures.
29. Assess departmental needs and recommends purchases of new or replacement equipment and approve large purchase requests from the various divisions.
30. Prepare and/or direct the preparation and submit monthly and end of year reports to Mayor and Council regarding the Police Department; prepare a variety of other reports as appropriate.
31. Attend seminars, training, special conferences and meetings to keep abreast of current trends in the field of law enforcement.
32. Review the department's performance and effectiveness and formulate programs or policies to alleviate inefficiencies.
33. Supervise and coordinate the preparation and presentation of an annual budget for the department. Direct the implementation of the department's budget. Plan or and review specifications for new or replaced equipment.
34. Cultivate good community relations by appearing before civic, fraternal and other community groups.

35. Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.
36. Select, supervise, train and evaluate assigned command staff.
37. Assist in Homeland Security and preparedness activities and facilitate a coordinated response in actual emergency.
38. Communicate with the various media outlets important issues and results of police related activities.
39. Draft letters and correspondence.
40. Perform other duties as required.

**Budget Responsibility:** TBD  
**Facilities and Equipment Responsibility:** TBD

**SUPERVISION RESPONSIBILITIES**

Directly supervises subordinate supervisor(s) who supervise employees in the department. Carries out supervisory responsibilities in accordance with the City’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION AND EXPERIENCE**

Bachelor’s degree (B.A. or B.S.) from four year college or university and 5-10 years of related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver's License, completion of the Basic Law Enforcement training academy or equivalent, advanced certificate from Law Enforcement Minimum Standards.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, citizens, outside representatives, schools, other law enforcement agencies, civic organizations, community groups as needed.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, standard office equipment, hand gun, tape recorders, radio and other specialized law enforcement equipment.

### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in additions, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date. Must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The incumbent must be able to perform the following; physical and mental stamina to fire weapons, react and move rapidly from sedentary to active condition in response to environmental situations, assume a variety of bodily positions and postures necessary to employ "cover and concealment" during a deadly force encounter, respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outside weather conditions; extreme cold; extreme heat. The noise level in the work environment is usually moderate.

The work of a commissioned police officer involves an element of personal danger. Police officer must be able to exercise sound, independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and special instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.